



SENIOR CORRECTIONAL CONSULTANT,
CORRECTIONAL PEACE OFFICERS
STANDARDS AND TRAINING (CPOST)
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:
Department of Corrections and Rehabilitation Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545
Department of Corrections and Rehabilitation Selection Services Section
1515 "S" Street, Room 522-N
Sacramento, CA 95814
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE Information will be provided to accepted applicants by letter.

SALARY RANGE(S) As of: June 30, 2006

\$7,367 – \$8,955

MINIMUM QUALIFICATIONS

Either I
Experience: One year of experience performing the duties of a Correctional Consultant II, Commission on Correctional Peace Officer Standards and Training.

Or II
Experience: Two years of responsible administrative, supervisory, or equivalent level staff experience as a correctional peace officer as defined by Penal Code Section 830.5 at the Correctional Lieutenant level which shall have included at least a year of responsibility in training or personnel selection.

Or III
Experience: Two years of responsible professional experience in developing or administering job analysis techniques and methods or developing and administering employee training programs.

And
Education: Equivalent to graduation from an accredited college or university with a bachelor's degree or higher. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Equivalent to graduation from college refers to a Bachelor's degree. Applicants must have the number of semester or quarter credits, as well as the required coursework necessary to be awarded a four year Bachelor's degree.

Additional Desirable Qualifications: Experience in developing and presenting complex correctional peace officer training programs; and formal training in selection and training-related job analysis techniques.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

EXAMINATION PLAN (CONTINUED)	<div><div>A. Knowledge of:</div><div><div>1. The provisions of applicable State and Federal laws, rules, and regulations related to correctional peace officer selection and training standards</div><div>2. Current issues and problems in correctional administration</div><div>3. Contemporary methods of correctional administration</div><div>4. Effective training methods and principles as applied to correctional peace officer training</div><div>5. The principles and practices of personnel selection as applied to correctional peace officer selection</div><div>6. Tools and techniques of employee supervision, the employee discipline system, the labor relations system in California State Government, and the principles of equal employment opportunity</div></div></div> <div><div>B. Ability to:</div><div><div>1. Communicate effectively with all levels in correctional administration</div><div>2. Prepare clear, concise, and effective written reports and standards</div><div>3. Analyze broad, complex, and politically sensitive issues accurately and take appropriate action</div><div>4. Perform research of complex policy issues within the area of correctional peace officer training and prepare comprehensive, sensitive, and complex documents for statewide use</div><div>5. Establish and maintain cooperative relationships with persons involved in correctional administration, training, and education</div><div>6. Make effective presentations to correctional administrators, correctional peace officer groups, education institutions, boards and commissions</div><div>7. Evaluate the conduct of correctional peace officer training, apply job analysis principles in such evaluation, and develop standards governing such training</div><div>8. Plan and direct the work of others</div></div></div>
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If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>A Senior Correctional Consultant, CPOST is the first supervisory level within the Commission. Under the general direction of the Corrections Standards Authority, incumbents plan, organize, and direct: (1) the development and monitoring of training and selection standards for Correctional Peace Officers; (2) the audit of compliance with standards governing Correctional Peace Officer apprenticeship standards; and (3) other professional activities of the Commission.</p> <p>Position(s) exist in Sacramento with the California Department of Corrections and Rehabilitation.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will not be granted in this examination since it does not qualify as an entrance examination under the law. Career credits will not be granted in this examination.
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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS